

Create and Publish Shifts

Create and publish schedules by signing in to your Zoho Shifts account as an admin and navigating to the **Schedule** tab. From here, you can:

Create Schedules

Employers plan their employees' shifts beforehand and establish a schedule of activities to achieve priorities and save time.

- 1. Click **Schedule Editor** in the **Schedule tab**.
- 2. Select the cell corresponding to the employee for whom you want to create a shift, then click (+).
- 3. Enter the shift details for the employee, such as shift time, position, and other details.

All Schedules ~	All Positions v All Job Si	tes v Employee View	~	< 28 Jan - 3 Fe	b - >	Week ~	Tools ~ Publish	
ull Employees ~	Sun 28	Mon Tue 29 30		Wed 31	Thu 1	Fri 2	Sat 3	
Amelia Chia 120 h / \$ 1440.00 120 k / \$ 1440.00		09:00 - 05:00 Chef Executive Zylker Group of Restaurants, Aust	09:00 - 05:00 Chef Executive Zylker Group of Restaurants, Aust	05:00 09:00 - 05:00 09: iecutive Chef Executive Che Zylker Group of Restaurants, Aust Zylk		09:00 - 05:00 Chef Executive Zylker Group of Restaurants, Aust		
Benjamin Davis 54 h / \$ 648.00	+	10:00 - 19:00 Line Cook Zylker Group of Restaurants, Aust	10:00 - 19:00 Line Cook Zylker Group of Restaurants, Aust	10:00 - 19:00 Line Cook Zylker Group of Restaurants, Aust	10:00 - 19:00 Line Cook Zylker Group of Restaurants, Aust	10:00 - 19:00 Line Cook Zylker Group of Restaurants, Aust	10:00 - 19:00 Line Cook Zylker Group of Restaurants,	
Brad Harper 54 h / \$ 810.00	10:00 - 19:00 Cashier Zylker Group of Restaurants, Aust	10:00 - 19:00 Cashier Zylker Group of Restaurants, Aust		10:00 - 19:00 10:00 - 19:00 Cashler Cashler Zylker Group of Restaurants, Aust Zylker Group of Restaurants, Aust		10:00 - 19:00 Cashier Zylker Group of Restaurants, Aust	10:00 - 19:00 Cashier Zylker Group of Restaurants,	
Gabriel Lewis 54 h / \$ 756.00	09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants, Aust	09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants, Aust	09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants, Aust	09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants, Aust		09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants, Aust	09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants,	
James Felch 63 h / \$ 1008.00	09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants, Aust	09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants, Aust	09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants, Plea:	09:00 - 18:00 Kitchen Manager Zylker Corporation Pvt Ltd Zylker Group of Restaurants, Aust	09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants, Aust	09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants, Aust	09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants,	
Maria Joseph 56 h / \$ 672.00	10:00 - 18:00 Barista Zylker Group of Restaurants, Plea:	10:00 - 18:00 Barista Zylker Group of Restaurants, Plea:	10:00 - 18:00 Barista Zylker Group of Restaurants, Plea:	10:00 - 18:00 Barista Zylker Group of Restaurants, Plea:	10:00 - 18:00 Barista Zylker Group of Restaurants, Plea:	10:00 - 18:00 Barista Zylker Group of Restaurants, Plea:	10:00 - 18:00 Barista Zylker Group of Restaurants,	
Martin Tyler 54 h / \$ 756.00	10:00 - 19:00 Cashier Zylker Group of Restaurants, Aust	10:00 - 19:00 Cashier Zylker Group of Restaurants, Aust	10:00 - 19:00 Cashier Zylker Group of Restaurants, Aust	10:00 - 19:00 Cashier Zylker Group of Restaurants, Aust	10:00 - 19:00 Cashier Zylker Group of Restaurants, Plea:	10:00 - 19:00 Cashier Zylker Group of Restaurants, Plea:		
Sarah Jackson 54 h / \$ 810.00	09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants, Plea:	09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants, Plea:	09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants, Plea:	09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants, Aust		09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants, Aust	09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants,	
Susan Bones 48 h / \$ 576.00	10:00 - 18:00 Dishwasher Zylker Group of Restaurants, Plea:	10:00 - 18:00 Dishwasher Zylker Group of Restaurants, Plea:	10:00 - 18:00 Dishwasher Zylker Group of Restaurants, Plea:		10:00 - 18:00 Dishwasher Zylker Group of Restaurants, Plea:	10:00 - 18:00 Dishwasher Zylker Group of Restaurants, Plea:	10:00 - 18:00 Dishwasher Zylker Group of Restaurants,	
Add Employee								
eduled Hours 557 or Cost \$7476.00	h 81 h 5 \$ 1098.00	90 h \$ 1206.00	81 h \$ 1071.00	82 h \$ 1110.00	72 h \$ 945.00	90 h \$ 1206.00	61 h \$ 840.00	

Note: If you want to repeat the schedules, click **Repeat** in the bottom-left corner, enter the details about the shifts, and click **Save Shift**.

Curr 00 lan										~
Sun, 28 Jan										~
Shift Time	e Off									
Time										
09:00	to	17:0	0		Пн	ide en	d time	•		
+ Add Break										
Zylker Group	of Pesta	irante	Austin						~	
Zyiker oroup	of Restar	uranto,	Austin							
Job Site										
									~	
Position										
Line Cook									~	
Employee										
Benjamin Dav	vis								~	
Notes										
										11
< Repeat										
Fverv	1		veeks	~	on					
2001			-				_		_	
	✓ S	✓ M	V T	~ \	~ ~	Т	✓ F		S	
Ends	on	~	10/02	2/2024						
			<		Febr	uary 2	024		>	
			Sun	Mon	Tue	Wed	Thu	Fri	Sat	
			28	29	30	31	1	2	3	
			4	5	6	7	8	9	10	
			11	12	13	14	15	16	17	
ş	31 h		18	19	20	21	22	23	24	
\$ 10	071.00		25	26	27	28	29	1	2	

Publish Shifts

After creating shifts for your employees, all you need to do is publish the shifts so that all your employees can view them.

To publish your employees' shifts:

- 1. Click **Schedule Editor** in the **Schedule tab**. Select the shifts you want to publish.
- 2. Navigate **Publish** in the top-right corner. A *Publish Shifts* window will appear.
- 3. Select whom to notify from the pop-up window.
- 4. Publish Shifts.

Publishing Options	Description
Notify the employee with changes	Notifies all employees who have new or updated
Notify the employee with changes	shifts
Notify all amployage	Notifies all employees regardless of any change in
Notity an employees	their shifts
Don't notify, just mark as published	No notification is sent to any employee

All Schedules ~	All Positions ~ All Job Sites	Employee View ~		< 4 Feb - 10 Feb	• • >	Week ~	Tools 🗸 Publish	
All Employees 🗸	Sun 4	Mon 5	Tue 6	Wed 7	Thu 8	Fri 9	Sat 10	
Open Shifts								
AC Amelia Chia 120 h / \$ 1440.00	09:00 - 05:00 Chef Executive Zylker Group of Restaurants, Austin	09:00 - 05:00 Chef Executive Zylker Group of Restaurants, Austin	09:00 - 05:00 Chef Executive Zylker Group of Restaurants, Austin	09:00 - 05:00 Chef Executive Zylker Group of Restaurants, Austin	09:00 - 05:00 Chef Executive Zylker Group of Restaurants, Austin	09:00 - 05:00 Chef Executive Zylker Group of Restaurants, Austin		
BD Benjamin Davis 54 h / \$ 648.00		10:00 - 19:00 Line Cook Zylker Group of Restaurants, Austin	10:00 - 19:00 Line Cook Zylker Group of Restaurants, Austin	10:00 - 19:00 Line Cook Zylker Group of Restaurants, Austin	10:00 - 19:00 Line Cook Zylker Group of Restaurants, Austin	10:00 - 19:00 Line Cook Zylker Group of Restaurants, Austin	10:00 - 19:00 Line Cook Zylker Group of Restaurants, Au	
BH Brad Harper 54 h / \$ 810.00	10:00 - 19:00 Cashier Zylker Group of Restaurants, Austin	10:00 - 19:00 Cashier Zylker Group of Restaurants, Austin		10:00 - 19:00 Cashier Zylker Group of Restaurants, Austin	10:00 - 19:00 Cashier Zylker Group of Restaurants, Austin	10:00 - 19:00 Cashier Zylker Group of Restaurants, Austin	10:00 - 19:00 Cashier Zylker Group of Restaurants, Au	
GL Gabriel Lewis 54 h / \$ 756.00	09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants, Austin	09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants, Austin	09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants, Austin	09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants, Austin		09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants, Austin	09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants, Au	
JF James Felch 63 h / \$ 1008.00	09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants, Austin	09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants, Austin	09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants, Pleasan	09:00 - 18:00 Kitchen Manager Zylker Corporation Pvt Ltd Zylker Group of Restaurants, Austin	09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants, Austin	09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants, Austin	09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants, Au	
MJ Maria Joseph 56 h / \$ 672.00	10:00 - 18:00 Barista Zylker Group of Restaurants, Pleasan	10:00 - 18:00 Barista Zylker Group of Restaurants, Pleasan	10:00 - 18:00 Barista Zylker Group of Restaurants, Pleasan	10:00 - 18:00 Barista Zylker Group of Restaurants, Pleasan	10:00 - 18:00 Barista Zylker Group of Restaurants, Pleasan	10:00 - 18:00 Barista Zylker Group of Restaurants, Pleasan	10:00 - 18:00 Barista Zylker Group of Restaurants, Ple	
Martin Tyler 61 h / \$ 854.00	10:00 - 19:00 Cashier Zylker Group of Restaurants, Austin	10:00 - 19:00 Cashier Zylker Group of Restaurants, Austin	10:00 - 19:00 Cashier Zylker Group of Restaurants, Austin	10:00 - 19:00 Cashier Zylker Group of Restaurants, Austin	10:00 - 19:00 Cashier Zylker Group of Restaurants, Pleasan	10:00 - 19:00 Cashier Zylker Group of Restaurants, Pleasan	10:00 - 17:00 Cashier Zylker Group of Restaurants, Au	
SJ Sarah Jackson 54 h / \$ 810.00	09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants, Pleasan	09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants, Pleasan	09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants, Pleasan	09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants, Austin		09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants, Austin	09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants, A	
SB Susan Bones 48 h / \$ 576.00	10:00 - 18:00 Dishwasher Zylker Group of Restaurants, Pleasan	10:00 - 18:00 Dishwasher Zylker Group of Restaurants, Pleasan	10:00 - 18:00 Dishwasher Zylker Group of Restaurants, Austin		10:00 - 18:00 Dishwasher Zylker Group of Restaurants, Pleasan	10:00 - 18:00 Dishwasher Zylker Group of Restaurants, Pleasan	10:00 - 18:00 Dishwasher Zylker Group of Restaurants, Ple	
Add Employee								
cheduled Hours 564 I	h 81 h	90 h \$ 1206 00	81 h \$ 1071 00	82 h \$ 1110 00	72 h \$ 945 00	90 h \$ 1206 00	68 h \$ 938.00	

Unpublish Shifts

You can unpublish shifts and make them no longer visible in your employee schedule. These unpublished shifts will still be visible to managers and administrators.

1. Click **Schedule Editor**.

- 2. Navigate to **Tools** on the top-right corner. Using the drop-down, click **Unpublish Shifts**. *An Unpublish Shifts* window will appear.
- 3. Click Unpublish Shifts.

	All Schedules v All Positions v All Job Sites v Employee View v			4 Feb - 10 Feb * >			
Sun 4	Mon 5	Tue 6	Wed 7	Thu 8	Fri 9	Unpublish 57 Shifts	Sat 10
						Copy Previous Week	
09:00 - 05:00 Chef Executive Zviker Group of Restaurants, Austin	09:00 - 05:00 Chef Executive Zviker Group of Restaurants, Austin	09:00 - 05:00 Chef Executive Zviker Group of Restaurants, Austin	09:00 - 05:00 Chef Executive Zviker Group of Restaurants, Austin	09:00 - 05:00 Chef Executive Zviker Group of Restaurants, Austin	09:00 - 05:00 Chef Executive Zviker Group of Restaurant	Save as Template	
	10:00 - 19:00 Line Cook	10:00 - 19:00 Line Cook	10:00 - 19:00 Line Cook	10:00 - 19:00 Line Cook	10:00 - 19:00 Line Cook	Clear Shifts	
10:00 - 19:00 Cashier Zylker Group of Restaurants, Austin	Zyrker Group of Restaurants, Austin 10:00 - 19:00 Cashier Zylker Group of Restaurants, Austin	Zyiker Group от Restaurants, Austin	2yrker Group of Restaurants, Austin 10:00 - 19:00 Cashier Zylker Group of Restaurants, Austin	zyıker Group of Restaurants, Austin 10:00 - 19:00 Cashier Zylker Group of Restaurants, Austin	2ужег Group of Restaurant 10:00 - 19:00 Cashier Zylker Group of Restaurant	Sync to Calendar Export Print	Restaurants, Au
09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants, Austin	09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants, Austin	09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants, Austin	09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants, Austin		09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants	Print Settings	er of Restaurants, Au
09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants, Austin	09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants, Austin	09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants, Pleasan	09:00 - 18:00 Kitchen Manager Zylker Corporation Pvt Ltd Zylker Group of Restaurants, Austin	09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants, Austin	09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants	09:00 - 18:0 Kitchen Mana Zylker Group	0 Iger of Restaurants, Au
10:00 - 18:00 Barista Zylker Group of Restaurants, Pleasan	10:00 - 18:00 Barista Zylker Group of Restaurants, Pleasan	10:00 - 18:00 Barista Zylker Group of Restaurants, Pleasan	10:00 - 18:00 Barista Zylker Group of Restaurants, Pleasan	10:00 - 18:00 Barista Zylker Group of Restaurants, Pleasan	10:00 - 18:00 Barista Zylker Group of Restaurants	10:00 - 18:0 Barista , Pleasan Zylker Group	0 of Restaurants, Ple
10:00 - 19:00 Cashier Zylker Group of Restaurants, Austin	10:00 - 19:00 Cashier Zylker Group of Restaurants, Austin	10:00 - 19:00 Cashier Zylker Group of Restaurants, Austin	10:00 - 19:00 Cashier Zylker Group of Restaurants, Austin	10:00 - 19:00 Cashier Zylker Group of Restaurants, Pleasan	10:00 - 19:00 10:00 - Cashier Zylker Group of Restaurants, Pleasan Zylker G		D of Restaurants, Au
09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants, Pleasan	09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants, Pleasan	09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants, Pleasan	09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants, Austin		09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants	09:00 - 18:0 Kitchen Mana Zylker Group	0 Iger of Restaurants, Au
10:00 - 18:00 Dishwasher Zylker Group of Restaurants, Pleasan	10:00 - 18:00 Dishwasher Zylker Group of Restaurants, Pleasan	10:00 - 18:00 Dishwasher Zylker Group of Restaurants, Austin		10:00 - 18:00 Dishwasher Zylker Group of Restaurants, Pleasan	10:00 - 18:00 Dishwasher Zylker Group of Restaurants	10:00 - 18:0 Dishwasher Zylker Group	0 of Restaurants, Ple
	Sun 4 4 0 0:00 - 05:00 Chaft Executive Zylker Oroup of Restaurants, Austin 2/ker Oroup of Restaurants, Austin 2/ker Oroup of Restaurants, Austin 0:00 - 18:00 0:00 - 18:00 Kitchen Manager Zylker Oroup of Restaurants, Austin 0:00 - 18:00 Kitchen Manager Zylker Oroup of Restaurants, Pleasan 10:00 - 18:00 Sitchen Manager Zylker Oroup of Restaurants, Pleasan 10:00 - 18:00 Sitchen Manager Zylker Oroup of Restaurants, Pleasan 0:00 - 19:00 Cashier Zylker Oroup of Restaurants, Pleasan	Sun 4 Mon 5 09:00-05:00 07:00 F Executive 2ytker Group of Restaurants, Austin 2ytker Group of Restaurants, Austin 2ytker Group of Restaurants, Austin 00:00-19:00 Cashier 2ytker Group of Restaurants, Austin 09:00-18:00 Kitchen Manager 2ytker Group of Restaurants, Austin 10:00-18:00 Kitchen Manager 2ytker Group of Restaurants, Pleasan 2ytker Group of Restaurants, Pleasan 2ytker Group of Restaurants, Pleasan 10:00-18:00 Bandrate 2ytker Group of Restaurants, Pleasan 10:00-18:00 Dishwasher 2ytker Group of Restaurants, Pleasan 2ytker Group of Restaurants, Pleasan 2yt	Sun 4Mon 5Tue 620:00-05:00 Confer Executive Zytker Group of Restaurants, Austin0:00:00-05:00 Chef Executive Zytker Group of Restaurants, Austin0:00:00-05:00 Chef Executive Zytker Group of Restaurants, Austin10:00-19:00 Cashier Zytker Group of Restaurants, Austin0:00:00-19:00 Line Cook Zytker Group of Restaurants, Austin0:00:00-19:00 Cashier Zytker Group of Restaurants, Austin0:00-019:00 Cashier Zytker Group of Restaurants, Austin0:00:01:90:00 Cashier Zytker Group of Restaurants, Austin0:00:01:90:00 Cashier Zytker Group of Restaurants, Austin0:00-01:00 Cashier Zytker Group of Restaurants, Austin0:00:01:80:00 Kitchen Manager Zytker Group of Restaurants, Austin0:00:01:80:00 Ritchen Manager Zytker Group of Restaurants, Austin0:00-01:80:00 Kitchen Manager Zytker Group of Restaurants, Austin0:00:01:80:00 Barista Zytker Group of Restaurants, Austin0:00:01:80:00 Barista Zytker Group of Restaurants, Austin0:00-01:80:00 Kitchen Manager Zytker Group of Restaurants, Pleasa0:00:01:80:00 Barista Zytker Group of Restaurants, Pleasa0:00-01:80:00 Cashier Zytker Group of Restaurants, Pleasa0:00:01:80:00 Barista Zytker Group of Restaurants, Pleasa0:00-01:80:00 Kitchen Manager Zytker Group of Restaurants, Pleasa0:00:01:80:00 Barista Zytker Group of Restaurants, Pleasa0:00-01:80:00 Cashier Zytker Group of Restaurants, Pleasa0:00:01:80:00 Barista Zytker Group of Restaurants, Pleasa0:00-01:80:00 Cashier Zytker Group of Restaurants, Pleasa0:00:01:80:00 Zytker Group of Restaurants, Pleasa<	Sun 4Mon 5Tue 6Wed 7056700	Sun 4Mon 5Tue 6Wed 7Thu 808:00-05:00 06:00-05:00 Chef Executive Zytker Group of Restaurants, Austati09:00-05:00 Chef Executive Zytker Group of Restaurants, Austati09:00-05:00 Chef Executive Zytker Group of Restaurants, Austati09:00-01:00 Chef Executive Zytker Group of Restaurants, Austati09:00-01:00 Chef Executive Zytker Group of Restaurants, Austati10:00-19:00 Line Coal Sytker Group of Restaurants, Austati10:00-19:00 Line Coal Cashier Zytker Group of Restaurants, Austati10:00-19:00 Line Coal Cashier Zytker Group of Restaurants, Austati10:00-19:00 Line Coal Cashier Zytker Group of Restaurants, Austati10:00-19:00 Cashier Zytker Group of Restaurants, Austati10:00-19:00 Ritchen Manager Zytker Group of Restaurants, Austati10:00-18:00 Ritchen Manager Zytker Group of Restaurants, Austati10:00-18:00 Ritchen Manager Zytker Group of Restaurants, Austati10:00-18:00 Ritchen Manager Zytker Group of Restaurants, Piesa10:00-18:00 Ritchen Manager Zytker Group of Restaurants, Austati10:00-18:00 Ritchen Manager Zytker Group of Restaurants, Piesa10:00-18:00 Ritchen Manager Zytker Group of Restaurants, Piesa10:00-18:00 Ritchen Manager Zytker Group of Restaurants, Piesa10:00-18:00 Ritchen Mana	Sun 4Mon 5Tue 6WeidThu 7Thu 8Fri 90000-05:00 0000-05:00	Sun A Mon Tue B With B Tue B With C Display (1) (1) (1) (1) (1) (1) (1) (1) (1) (1)